

Parent Handbook

Virgil I. Grissom School No. 7

2017 – 2018



SOAR to SUCCEED

Mr. David Lincoln, Principal

Mr. Mark Wilkins, Assistant Principal

Ms. Jeanne Markman, Assistant Principal

**VIRGIL I. GRISSOM SCHOOL NO. 7
1 EDGERTON PARK
ROCHESTER, NEW YORK 14608
(585) 254-3110 FAX (585) 324-5251**

A Message from the Principal, Mr. David Lincoln

At Virgil I. Grissom School No. 7, we believe that every student can reach his or her full academic potential. We here at School No. 7 have developed a new philosophy, which will help every student achieve success every day. We are going to achieve this because it is our tradition. We accomplish this as a family and by working together as a team. We are a part of a caring community that celebrates diversity and emphasizes mutual respect, responsibility, and work ethic. We encourage and embrace parent support and are committed to maintaining positive connections with parents and the School No. 7 community, as a whole.

School No. 7 is all about being the best we can be. We need to maximize student learning and maintain a safe and orderly environment. There are a number of factors that can help us.

- We are going to have our entire staff outside at entrance and dismissal supervising students. In addition, we need you to talk with your child about their behavior in the morning and afternoon. (ex. being respectful to all adults, no running, keeping hands to themselves, and being in their assigned area)
- We are changing our cafeteria procedures. We have hired two additional staff members for supervision. Please remind your children to be respectful of the adults, their classmates, and their room.
- Our school has an Intervention Room. This decision was made to have students in school receiving instruction, instead of being at home. This is not a time out room. It is a place for students to reflect on their behaviors.
- Our school will be following the **Board of Education Wellness Policy 5405** which focuses on healthy eating habits and physical activity. Last year we began preparing fresh foods in our cafeteria for all students to enjoy during breakfast and lunch. Also, a 20 minute recess time will continue on a daily basis when weather permits. **Starting this year, celebrating birthdays in the classroom with cake, ice cream, candy and other sugar filled items will be eliminated. In an effort to make the most of the instructional day, birthday celebrations will not be allowed during the school day.**



WHAT PARENTS CAN DO TO HELP

READ TO YOUR CHILD EVERY NIGHT!

The increased exposure to vocabulary will help them be successful in all areas.

KNOW WHO YOUR CHILD'S FRIENDS ARE!

Learn names of new acquaintances, know where they live, call their parents and introduce yourself.

KNOW WHERE YOUR CHILD IS!

Require your child to be specific about his/her whereabouts and to check with you frequently.

ESTABLISH OR MAINTAIN A ROUTINE!

Start with getting into a set time for breakfast, dinner, showers, reading/studying and bedtime. Be sure your children are on time for school. Punctuality and attendance are crucial to your child's education.

ASK SPECIFIC QUESTIONS ABOUT SCHOOL!

“How was school today? What did you learn today? What do you have for homework tonight?

(Our students will either be given homework packets or the homework will be written down in their planners).”

GET TO KNOW SCHOOL NO. 7!

Join our Parent Teacher Organization (PTO) and attend meetings, workshops and events. Attend Open House. Visit the school. Chaperone a field trip or dance. Read our newsletter. Get in Touch with Ms. Smith our Parent Liaison

EARLY DISMISSALS

Students must bring a note signed by a parent or guardian with the specific date and time of dismissal indicated. This is necessary for any dismissal earlier than 3:35 p.m. **You must sign the child out in the main office. Please do not go directly to your child's classroom.** Every parent, adult or visitor to the school must sign in at the Main Office and will be given a Visitor's Pass. It is for the safety and protection of all children at School No.7. We encourage you to not pick up your child before 3:35.

AFTER SCHOOL PICK UPS

If you plan to pick up your child after school, please be punctual (see dismissal times). If an unexpected event should occur which causes you to be late, please notify the office @ 254-3110 and make arrangements for someone else to pick-up your child.

Also students should not be picked up 10 minutes early, unless absolutely necessary. Please provide a note for all early dismissals. Picking up a child because you want to avoid traffic or because you have to be to work on time, are not legal excuses! If you would like your child to not ride the bus home, please send a letter to school and arrive at school thirty

minutes before dismissal. If you are unable to do so, we will support you by placing your child onto the bus.

ATTENDANCE

New York State Compulsory Education Law, Article 65, section 3205:

School age minors, ages 6 to 16, must attend school regularly as prescribed where student resides.

The student must attend school the entire time classes are in session.

In order for your child to meet required academic standards it is imperative that your child attend school daily. New York State Compulsory Education Law, Article 65, section 3205 requires that your child attend school each day school is in session for the entire school day, except when your child has a legal excuse for not attending such as an illness or religious reason.

The Compulsory Education Law is designed to require school attendance and ensure that no child is denied the opportunity to receive an education. Please be advised that a child who is removed from school without a legal excuse will be marked illegally excused/tardy. Chronic illegally excused/tardy may result in a referral to Monroe County Family Court.

Children who come to school every day benefit the most from instruction. Please call the School Office at 254-3110, if your child is home ill and will not be in attendance. If a student is out for 3 consecutive days, parents will be contacted via a phone call from

their child's teacher. When a student has been absent, he/she must have a note explaining the absence.

BICYCLES

Bicycles, skateboards, and roller-skates are not allowed in school.

BUS STUDENTS

Children riding a bus to school **MUST** have a written notice, signed by a parent or guardian, if there is to be a change in routine. In the absence of a note, the student will be required to ride their regular bus home. If a parent calls the office or the teacher to say they do not want their child placed on the bus (for whatever reason), the parent must be here to pick up their child ten minutes before dismissal. If the parent is not here at time of dismissal their child will be placed back on their respective buses.

Students will exit the buses when they arrive at 9:00 a.m. or later, each morning. Students are asked to follow RCSD code of conduct, while riding the buses to and from school. Specifically, students are expected to remain seated, voices are to be kept low, and conversations are to be appropriate. Drivers will notify Administration of violations.

Grades K-6 Transportation Policies Continued

Offense: jumping seats, failure to remain seated, eating, drinking, horseplay, profanity, yelling, screaming, name calling, taking items belonging to other children, inappropriate hand gestures, spitting, throwing items, etc.

First & Second Offense Warning Letter to parent

Third Offense One (1) day Suspension

Fourth Offense Suspension Pending Conference at the Transportation Dept.

Subsequent Offense Termination of Bus Service – recommend transfer to home school

*****Immediate Suspension from transportation privileges for all students in Grades K-8 will result for the following because of the nature and possibility for continued threat:**

Physical Assault/Fight

Threat of Physical Assault

Harassment

Possession or Use of Weapon (including toy replicas)

Any act of Sexual Nature

First Offense Immediate Suspension Pending Conference at School
(minimum 3 days)

Second Offense Immediate Suspension Pending Conference at School
(minimum 5 days)

Third Offense Termination of Bus Service – recommend transfer to home school

DRESS CODE

Children who come to school neat and clean are more likely to take pride in themselves and in their work. All children are expected to attend class in appropriate clothes. (School No. 7 is a uniform school. The uniform consists of khaki pants, shorts or skirt and a navy blue, golden yellow or white shirt).

The use of lipstick, facial cosmetics, halter tops, short shorts, midriffs, hats and bandannas are not allowed.

LATE ARRIVALS

All doors will be locked when school begins. **There should be no students on the campus until 9:00 a.m. when supervision begins.** Children arriving late (after 9:30 a.m.) must enter the main entrance and check in at the front desk or main office before going to their classrooms or the breakfast room if they need to eat. If they are late, they will be given ten minutes to eat in the cafeteria. Please make every effort to make sure your child arrives to school on time.

Because Kindergarten children are often unable to locate the main entrance by themselves, they must be ESCORTED by their parents to the office if they arrive late to school. They will then be ESCORTED to the classroom by a member of our office staff.

To help us ensure the smooth operation of the building and safety of all the students, we do not allow parents to escort students to classrooms.

SNOW DAYS

Listen to local radio stations for school cancellations. In addition, there may be times when the Superintendent will release an automated phone call directly to your homes with that information.

EMERGENCY INFORMATION AND CHANGE OF ADDRESS

Emergency Information Forms are sent home with the children the first week of school. PLEASE COMPLETE AND RETURN THESE IMMEDIATELY. It is critical to have this form thoroughly completed with accurate information. If illness or an accident should occur to your child, contacting a responsible adult is most important.

The school must be notified immediately when a change of address or a change of telephone number occurs. Call our office at, 254-3110, or send a note with your child.

BREAKFAST PROGRAM

All students will receive free breakfast every morning.

LUNCH PROGRAM

Children may bring a bag lunch to eat or participate in the Free Lunch Program. Children are allowed to bring their own drink in a carton, thermos or plastic container (NO GLASS) Candy and soda are not permitted.

ROCHESTER CITY SCHOOL DISTRICT DIRECTORY

The Rochester City School District Directory contains general information regarding district programs and policies. The directory is contained in the calendar.

MONEY AND VALUABLES

Children should not bring money or valuables to school except to buy milk and ice cream. If money is required for other reasons, students and parents will be notified. If money is requested, put it in an envelope with your child's name, teacher's name and the purpose (book order, field trip, etc.). Computer games, Pokeman cards, games, radios, toy weapons, etc., are inappropriate for the school setting and are not allowed! We discourage students bringing cell phones to school. However, if it is necessary, they must remain turned off in a backpack. They should only be used in emergency situation. If they are seen, heard, or being used they will be confiscated and you will be allowed to pick them up. They will be kept in the main office; however, we will not be responsible for lost or stolen items.

PHONE CALLS

In an attempt to limit disruptions to the classroom, messages to your child's teacher will go directly into their voicemail. If you need to speak directly with your child's teacher, the best time to call is between 8:45am & 9:00am or after 3:35p.m. If there is an emergency situation, please inform the office staff and your call will be put through.

SCHOOL CALENDAR

The school district calendar is mailed to all parents prior to the beginning of the school year. Refer to the calendar for holidays, parent teacher conferences, early dismissal days and vacation days. If you did not receive your copy, call the Communications Department at 262-8363.

SCHOOL VERIFICATION LETTERS FOR DEPARTMENT OF SOCIAL SERVICES

We need 24 hours notice to prepare the information. Call the school office or send a note with your child. Dept. of Social Services has requested that we directly fax or email them the verification letters. If you have other children, please list all children by first and last name.

SCHOOL NO. 7 WEBSITE:

Please take a minute to check our school website at www.rcsdk12.org/7. A number of important items are located there for your use. (ex. Dress codes, important dates, lunch menus, online contact information for staff, etc.)

SMOKING

State Law prohibits smoking anywhere on school grounds. Please refrain from smoking when dropping off or picking up your child.

SCHOOL NURSE

Medications cannot be dispensed in school without certain information. Please call our school health office or stop by to pick up the necessary forms to be completed by both yourself and your doctor.

- ALL MEDICATIONS MUST BE IN LABELED PRESCRIPTION BOTTLES
("with" dispensing tool for liquids)

Parents need to report any communicable diseases that your child currently has, as of the first date of school, such as:

Chicken pox
Strep Throat
Ring Worm

Head Lice
Impetigo
Scabies

VISITORS AND PARENTS

ALL DOORS WILL BE LOCKED DURING THE SCHOOL DAY. In order to provide as much protection as we can for our students during the school day, all visitors must come to the school office before visiting the classrooms. You will be asked to sign in and be given a Visitor's Pass to wear while you are in the building. This is important in order to insure the safety of our children. Please do not request a child to open the door for you. Ring the bell, please. You Are Welcome! For additional information, please refer to our Visitation Policy.

Parent Visitation Policy

Parents and other citizens are encouraged to visit Rochester's schools to observe the work of students and teachers. However, schools must maintain certain limits regarding visitors so that their primary mission of teaching and learning can take place effectively.

1. Call ahead. Please call your child's teacher in advance (24 hours) to set up mutually convenient times for visitation (the afternoon before for the next morning, or in the morning for that afternoon). We would hate for you to drop in, only to find that your child's class is testing.
2. When you arrive at the school, please come to the office to sign our Visitor's Book. Office personnel will call the teacher to let them know that you have arrived.
3. When visiting/observing a classroom, please sit quietly in the back of the classroom so as not to disrupt instruction. If there is a concern, set up a separate time for a parent-teacher conference. Wandering the class, interfering with instruction or student work is unacceptable.
4. If you wish to participate or help with classroom activities, please let the teacher know of your willingness to volunteer prior to the classroom visit.
5. Please use discretion. Do not discuss students' abilities with others.
6. Visitors to our school are asked to refrain from using foul/abusive language while on school grounds.
7. If you choose not to follow these basic rules of common courtesies, you will be required to leave the building.

The above guidelines are necessary because this is a place of instruction and learning. Due to the State SAVE Law, children and parents are required to follow the District and School Code of Conduct while on school premises.

VIRGIL I. GRISSOM SCHOOL NO. 7 PARENT SCHOOL COMPACT

THE PARENTS OF SCHOOL NO. 7

Working cooperatively with the staff for the successful education of their children agree to:

- ◆ Parent mediation when necessary.
- ◆ Contact and encourage other parents to be involved with the school.
- ◆ Report to the main office and sign-in before going to classrooms.
- ◆ Wear visitor's tag so that it is visible to everyone.
- ◆ Insist on good attendance.
- ◆ Provide a quiet time and place in home for study.
- ◆ Insist that students accept responsibility for their learning and conduct.
- ◆ Contact the classroom teacher first when dealing with concerns of the classroom.
- ◆ Gather facts from all parties involved before reacting in a hostile manner.
- ◆ Monitor and sign agendas every night.
- ◆ Share your gifts with the school and volunteer when you are available.
- ◆ Encourage and support the PTO.

THE STUDENTS OF SCHOOL NO. 7

Working cooperatively with the parents and staff are to:

- ◆ Participate in class activities; and work to solve problems by respecting the opinions of others.
- ◆ Follow the school-wide (PBS) and classroom procedures.
- ◆ Make every effort to be the role model student of School No. 7.
- ◆ Communicate with parents, teachers, administrators and other staff before they become problems.
- ◆ Ask teachers or staff for assistance.
- ◆ Encourage others to "do the right thing."
- ◆ Help us reach our goals.
- ◆ Communicate daily through the agenda.
- ◆ Set aside time to copy homework into agendas using model poster.
- ◆ Share positives with family.
- ◆ Make sure your parents receive all event flyers and invitations.

THE TEACHERS OF SCHOOL NO. 7

Work cooperatively with students and parents and insure a successful learning environment.

- ◆ Invite parents to participate in activities and instruction Encourage parents to volunteer.
- ◆ Nominate up to 5 parents from your class to serve as your parent representatives at school parent meetings.
- ◆ Establish positive working relationships between parents and staff prior to any contact regarding student behavior or progress.
- ◆ Continually keep parents informed of student progress through appropriate documentation (i.e. agendas).
- ◆ Encourage students to be involved in educational and extracurricular activities at School No. 7.
- ◆ Remember to always put children first when making any decision, move, or choice.

We, the undersigned, agree to work together to the best of our abilities to fulfill the goals outlined in this compact.

Student _____ Date _____

Parent _____ Date _____

Teacher _____ Date _____

Administrator *David D. Lincoln* Date _____